Project Initiation Process for Local Public Agencies

The LPA submits Initiation Packet to the ADOT LPA Section through centralized email to LocalPublicAgencySection@azdot.gov

Is Initiation Packet complete?

No

The ADOT LPA Section will contact LPA to request further/missing information and work with the LPA to complete the packet

Yes

The ADOT LPA Section will contact ADOT Project Management Group and request an ADOT Project Manager (PM) be assigned to the project.

ADOT LPA Section enters project information into Project Master Database and requests an ADOT Project Number.

Project is approved in Project Master

The ADOT LPA Section receives an email with new ADOT Project Number and forwards to the assigned ADOT PM.

ADOT LPA Section enters project sub-phases into Project Master Database.

The LPA will work with the ADOT PM to obligate funding and proceed with the project.

NOTES:

• Prior to requesting funding through ADOT, LPA Coordinator should have approval from their local COG/MPO and the project must be added to the COG/MPO’s Transportation Improvement Plan (TIP)
• Project Initiation forms and documents can be found on the ADOT website at, https://azdot.gov/node/14142
• ADOT LPA Section will initiate the project within 30 days of receiving a COMPLETED Initiation Packet.

ADOT and LPA

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